Approved memorandum with signatures is on file.

May 24, 2005

TO: High School Principals
           Center Principals
           Charter High School Principals

FROM: Katherine Blasik, Ph.D., Associate Superintendent
           Research, Evaluation, Assessment & Boundaries

VIA: Dr. Verda Farrow
           South Central Area Superintendent

SUBJECT: **FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT) SUMMER 2005 RETAKES**

Students currently enrolled in grades 11 and 12, as well as Adult students needing to retake the Florida Comprehensive Assessment Test (FCAT) in order to meet the graduation requirement will have an opportunity to participate in the assessments during the week of June 20 – 24, 2005, as indicated on the enclosed summer testing schedule. The district will provide funding for one school testing coordinator per school, as well as test administrators and proctors based upon the number of students expected to participate in testing at each location.

Please review the attached documents to determine the number of staff your school is approved to hire and the appropriate procedures for processing payments. All instructional bargaining unit employees (guidance counselors, teachers, etc.) scheduled to work during the testing window must have a Board approved extended calendar. In addition to the calendar extensions, schools must create a new or use an existing additional position for each school testing coordinator and test administrator in the Human Resource Management System (SAP). These positions must be filled by an instructional staff member. Employees performing these functions will be paid at their hourly rate. Test proctors will receive a one-time payment at the end of the testing window reflecting the number of hours worked at the rate of $15.00 per hour. Either instructional or non-instructional staff may serve as proctors during testing. **Code the position(s) to Activity 78400.** Instructions for completing this process are attached, and staff at the SAP Helpdesk may be reached at **(754) 321-3080** to assist schools in completing this process. If you have any questions or need additional information, please contact **Lisa Ivory, Testing Specialist, Student Assessment & School Performance, at (754) 321-4250**.

VF/KAB/KEK:li
Attachments

Cc: Senior Management
      Area Directors

2005 SUMMER TESTING SCHEDULE

Activity	Date
Test materials delivered to schools	June 6-8, 2005
Preparation for testing	Monday, June 20, 2005
FCAT Reading Administration	Tuesday, June 21, 2005
FCAT Mathematics Administration	Wednesday, June 22, 2005
Material Packing	Thursday, June 23, 2005
Material Return	Friday, June 24, 2005

STAFFING GUIDELINES

Position	Responsibilities	Funding	Maximum Hours
School Testing Coordinator	• Receive and inventory test materials • Track Security Numbers • Train Test Administrators • Assign and train Proctors • Supervise test administration • Prepare materials for return • Follow administration procedures as outlined in the Test Administration Manual	Hourly Wage	30
Test Administrator*	• Follow administration procedures outlined in the Test Administration Manual	Hourly Wage	Up to 5 hours per day for each test day
Proctor*	• Follow administration procedures outlined in the Test Administration Manual	Stipend - $15.00 per hour	Up to 5 hours per day for each test day
*Note: Please refer to the attached school matrix for approved number of staff per school.			

PROCEDURES FOR PROCESSING PAYMENTS FOR FCAT SUMMER RETAKES
May 16, 2005

If your school/center has been designated as a location for FCAT retakes during June 2005, please follow the procedures outlined below to process payments for staff working during the testing sessions.

School Testing Coordinator

- Use an existing position TCH ADD POS PRE & POS CAL (Student Contact) in your org unit (job class # 901012)
- ***If the staff member assigned as the School Testing Coordinator already has a current assignment to a TCH ADD POS PRE & POS CAL position, <u>you must use a different TCH ADD POS PRE & POS CAL (Student Contact) position number for the School Testing Coordinator assignment</u>. The system cannot accept two current assignments to one position number with overlapping dates.***
- Use ZPAF Additional Position Hire Action (action type 90) to process the additional assignment for instructional staff; select reason 17 (pre & post school calendar)
- Start date of assignment = 6/20/05 for FCAT
- End date of assignment = 6/24/05 for FCAT
- Enter cost center = LLLLT05103 (LLLL = school/center location; T = type)
- Enter fund = 10078400X (X = salary object; use "2" for instructional; "3" for guidance counselor)
- Assignment pays hourly rate of holder

Test Administrator

- Use an existing position TCH ADD POS PRE & POS CAL (Student Contact) in your org unit (job class # 901012)
- ***If the staff member assigned as the Test Administrator already has a current assignment to a TCH ADD POS PRE & POS CAL position, <u>you must use a different TCH ADD POS PRE & POS CAL (Student Contact) position number for the Test Administrator assignment</u>. The system cannot accept two current assignments to one position number with overlapping dates..***
- Use ZPAF Additional Position Hire Action (action type 90) to process the additional assignment for instructional staff; select reason 17 (pre & post school calendar)
- Start date of assignment = 6/20/05 for FCAT
- End date of assignment = 6/24/05 for FCAT
- Enter cost center = LLLLT05103 (LLLL = school/center location; T = type)
- Enter fund = 10078400X (X = salary object; use "2" for instructional; "3" for guidance counselor)
- Assignment pays hourly rate of holder

Proctor

- Use ZPAF One-Time Payment Action (action type SM) to process the payment either instructional or non-instructional staff; select reason 46 (stipend)
- Start date = first date worked for retakes (must be between 6/20/05 and 6/24/05)
- Wage type = 3PRO
- Enter cost center = LLLLT05103
- Enter fund = 10078400X (salary object = "2" for instructional; "3" for guidance counselor; "6" for clerical)
- Amount = enter amount based on number of hours worked x $15.00/hour
- Comments (under Payments Tab) = # of hours x $15.00-FCAT
- Pays $15.00 per hour